



North Dakota Department of Health HIPAA Policy

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| Policy Title: | Device and Media Control | |
| Policy Number: | S-005 | Version: 1.0 |
| Reference: | 45 CFR 164.310 (d) | |
| Applicability: | Department of Health | |
| Approved By: | Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer | |
| Effective Date: | April 14, 2003 | |

Policy:

The NDDoH prohibits the removal of all devices and media that contain electronic protected health information (PHI) from the NDDoH facilities without proper authorization.

Exceptions:

None

Procedure:

- The removal of any NDDoH computer or electronic media that is not normally assigned to a specific employee and contains PHI must be authorized by the Division Director responsible for that PHI, prior to it leaving the NDDoH. A record of all PHI movements on a device or by electronic media must be kept and should, at a minimum, detail the nature of the PHI and the individual responsible for that PHI while it is on the device or media.
- Any NDDoH computer that is being surplusd must undergo a hard drive reformatting process that includes writing all zeroes to the hard drive or the hard drive must be removed from the computer and destroyed, prior to sending that computer to Surplus Property.
- Any form of portable electronic media that once contained PHI cannot be reused and must be destroyed when that information is no longer needed, prior to placing it in the trash.
- PHI must not be permanently stored on portable electronic media, such as floppy disks, zip disks, CD-Roms or DVD-Roms, unless it is for the purpose of archiving the information or used for routine backups and then it must be stored in a lockable, secure area at all times.

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health

Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium.

Individually Identifiable Health Information – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual

Division Director – The individual directly responsible for the management of an NDDoH division. A Section Chief generally supervises the Division Director. The State Health Officer, Deputy State Health Officer or the responsible Section Chief may provide direction or assume the management role of a division in situations such as an emergency, absence of the Division Director or other circumstances determined to be necessary for efficient and effective operation of the NDDOH.

Portable Electronic Media – Electronic storage media including memory devices in computers and any removable/transportable digital memory medium such as magnetic tape or skid, optical disk or digital memory card. Examples include floppy disks, zip disks, CD-Roms, DVD-Roms and magnetic backup tapes.